

## **CITY OF BURBANK**

### **MANAGER TELECOMMUNICATIONS AND FACILITIES**

#### **DEFINITION**

Under general direction, to manage the telecommunications commercial enterprise; plan direct, and coordinate the construction of telecommunications and major general construction projects, as well as the maintenance, repair, renovation, and custodial services for the utility facilities and grounds; and to perform other related work as required.

#### **ESSENTIAL FUNCTIONS**

Responsible for the management of commercial telecommunications programs and services; manages construction and maintenance contracts; manages major general construction projects; coordinates with other utility divisions, City departments, consultants, contractors, and other entities; prepares and administers the budget and assists in financial management; participates in business planning and development; advises on regulatory compliance; prepares reports and requests for proposals; makes presentations to the City Council, utility Board, and customers; forms and leads multi-disciplinary and multi-agency project teams; establishes and maintains management, documentation, and reporting systems; reviews and evaluates bids and makes recommendations for selection of contractors and consultants; negotiates contracts with outside vendors; investigates complaints relating to custodial or facility maintenance services; maintains records and prepares project specifications and special reports; enforces safety standards; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - technology and regulations pertaining to telecommunications and its infrastructure development; strategic planning and risk management; computer systems; principles, practices, and methods of public facility construction techniques and management; field engineering; applicable laws, regulations and ordinances; budget development and fiscal administration; project management; facility blueprints, codes, and specifications; public relations; principles of supervision; City safety practices.
- Ability to - perform strategic planning; interpret regulatory matters; represent the utility in negotiations and interactions with external entities; negotiate and manage construction projects and contracts; interpret and check architectural and engineering plans, drawings, designs, specifications, and cost estimates; perform field work and conduct inspection of job sites; plan, schedule, and coordinate the work of a large facility, trades, and technical staff; evaluate and direct facility repairs; supervise, coordinate and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public; communicate effectively both verbally and in writing.

**Education & Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to: graduation from an accredited college with major work in business, marketing, engineering, economics, architecture, construction management, or related field and six years of increasingly responsible experience in the telecommunications/Internet industry or similar experience in utility facilities design, construction, customer support, and management.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.